

Wells, Mike

From: Wells, Mike
Sent: Thursday, July 03, 2014 7:16 AM
To: Levo, Brian
Subject: RE: OCE Floors 8, 10, 12, 13, 18 -- Clean-Up MONTH begins Wednesday --July 9th

Thanks. BTW, here's the link to the cleanup pages that should be used [Cleanup Campaign](#). The old one was broken and now directs people to a somewhat outdated page. Thanks.

From: Levo, Brian
Sent: Wednesday, July 02, 2014 9:52 AM
To: Wells, Mike
Subject: FW: OCE Floors 8, 10, 12, 13, 18 -- Clean-Up MONTH begins Wednesday --July 9th

Brian Levo

Inspection and Enforcement Management Unit
U.S. Environmental Protection Agency - Region 10
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Phone: (206) 553-1816, Fax: (206) 553-4743

From: Levo, Brian
Sent: Wednesday, July 02, 2014 9:51 AM
To: Christopher, Anne; Dalrymple, Anne; Horwitz, Benjamin; Todd, Bill; Hales, Bob; Boccato, Gianpaolo; Levo, Brian; Castro, Ramona; Schulze, Chad; Park, Chae; Boulind-Yeung, Charlotte; Williams, Cheryl B.; Gebhardt, Chris; Kelly, Christine; Cool, Richard; Brownell, Creagh; Dagseth, Renee; Domingo, David; Tetta, David; Davis, Diane; Schruhl, Derek; Terada, Derrick; Davis, Diane; Bott, Dustan; Kowalski, Ed; Orzech, Emily; Williams, Erin; DeMaria, Eva; Carvalho, Gabriela; Garcia, Terry; Olson, Gary; Hales, Bob; Boller, Jack; Morales, Javier; Brown, Jeannine; Kenknight, Jeff; Parker, Jennifer; Keenan, John; Klemesrud, Jon; Jiles, Jordana; Roberto, Joseph; Barta, Juliann; Spaulding, Kate; Griffith, Katherine; McClintock, Katie; McFadden, Kelly; Schanilec, Kevin; Ogle, Kimberly; McNeill, Kristin; Lambert, Aaron; Kral, Laurie; Davies, Lauris; Liu, Linda; Pollett, Lisa; Millner, Mary; Vojik, Matthew; Wells, Melba; Wright, Michele; Mullin, Michelle; Brown, Nancy; Cordero, Paul; Contreras, Peter; Magolske, Peter; Nenninger, Philip; Phillips, Peter; Castro, Ramona; Ramos, Rindy; Rau, Rob; Cunningham, Roylene; Brozusky, Sandra; Downey, Scott; Erickson, Stacey; Potokar, Steven; Cutler, Thor; Gardner, Tristen; Chu, Xiangyu
Subject: OCE Floors 8, 10, 12, 13, 18 -- Clean-Up MONTH begins Wednesday --July 9th

When: July 9th for OCE folks on the 8th, 10th, 12th, 13th, and 18th floors.

Why Clean-Up?

Move dates are approaching VERY quickly for many portions of OCE starting first with staff on the 10th, 12th, and 13th floors who will be moving to their swing spaces in mid-August. The move date for the 18th floor is still in flux, and may be happening later this year. In preparation for impending moves, **we have scheduled to have clean-up bins available beginning July 9th and ending at the dates specified in the table below:**

Floor	Clean-Up Begins	Clean-Up End Date	Notes
8	7/9/14	7/23/14	
10	7/9/14	Through the end of the move	Clean-Up combined with OAWT

12	7/9/14	Through the end of the move	Clean-Up combined with OAWT
13	7/9/14	Through the end of the move	Clean-Up combined with OWW
18	7/9/14	8/11/14	

Having clean-up bins available for this long block of time will better ensure everyone has the time they need to clean out offices, reduce records and leave all the clutter behind as you prepare to move into your new and clean workspace in the renovated building. Here's a link to remind everyone of the items allowed in your new space: [Park Place Remodel Allowable Items](#).

Records:

As always, please be mindful of your information preservation obligations associated with pending litigation. In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the [InfoPage](#), or contact Joyce Aoyama, your records coordinator, or ORC for additional information.

[Table of Current Litigation Holds in Region 10](#)

Additional Clean-Up guidance can be accessed at the Region 10 Clean-Up [website](#).

Thank you,

Brian Levo
OCE Clean-up Coordinator
Phone: (206) 553-1816